

# STATE OF INDIANA

DEPT OF LOCAL GOVERNMENT FINANCE



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## MEMORANDUM

TO: All County Auditors

FROM: Cheryl A. Musgrave, Commissioner *Wm*

SUBJECT: Circuit Breaker Credit Reporting Schedule

DATE: October 8, 2008

1. In accordance with IC 6-1.1-20.6-11, each county auditor is required to certify to the Department of Local Government Finance ("Department") the following Circuit Breaker information:

- **The total amount of Circuit Breaker credits in the county for the calendar year.** This information is to be submitted to the Department within thirty (30) days of the date of the tax bill.
- **The amount that each taxing unit's distribution of property taxes will be reduced as a result of the granting of the Circuit Breaker credits.\*** This information is to be submitted to the Department on the Form 22 at settlement / distribution (e.g., June 30 and December 31).

*\*Note: The County Auditor in each calendar year is required to notify each political subdivision in which the Circuit Breaker credit is applied of the reduction of property tax collections for the political subdivision for that year. IC 6-1.1-20.6-9.5.*

2. The required Circuit Breaker credit information must be submitted to the Department by email, Microsoft Excel spreadsheet, or other similar format so long as the information is submitted to the Department within the schedule outlined above.

3. The Department is in the process of revising the Form 22 to include a column for Circuit Breaker credits. The revised form must be approved by the State Board of Accounts before it will be available to track the amount that each taxing unit's distribution of property taxes has been reduced as a result of the granting of the Circuit Breaker credits. As soon as the revised Form 22 is approved, copies will be forwarded to each County Auditor.

4. If the amount of Circuit Breaker credits granted changes after the date the certification is made, the County Auditor must submit an amended certification to the DLGF within thirty (30) days of the changes to the amount of the credits.

If you have any questions or need any further information, please contact Assistant Budget Division Director Dan Jones at [djones@dlgf.in.gov](mailto:djones@dlgf.in.gov) or (317) 232-0651.